Admissions Policy

Harvington C of E First and Nursery School

Written by R.Enstone
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Governors Responsibility: Admissions
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Starting a new school is a special time for parents/carers and children and it is vital that parents and children alike feel confident and able to work in partnership in their educational journey. When children start our school, at whatever age, we have systems in place to ensure a smooth transition.

The school's Pupil Admission Number in each year group (PAN) for the school years beginning 1st September 2026 and 2027 is set at 30. The school follows the Worcestershire Admissions Policy.

Visits to School

For further information or to arrange to come and visit the school please see our website https://www.harvingtonfirstschool.co.uk/school-visits-open-days/ for information about our open days or contact our Office Manager on 01386 870412.

Admissions Criterion for Voluntary Controlled First Schools in Worcestershire is as follows:

1. Children Looked after and previously Children Looked after including those who appear to have been in state care outside of England;
2. Catchment Area Siblings;
3. Catchment Area Children of Staff;
4. Catchment Area;
5. Out of Catchment Area Siblings;
6. Out of Catchment Area Children of Staff
7. Out of Catchment Area.

(Please see definitions at the end of the policy)

In each criteria, children will be ranked in accordance with **Straight Line Distance**.
In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the school named in the Plan, this will be prior to the allocation of any other places, wherever possible, and could reduce the number of places available.

Reception Children-Admissions Process if you live in Worcestershire

Admission authorities must provide for the admission of children in the September following their fourth birthday. Where a place has been offered for a child at a school, that child is entitled to a full-time place in the September following their fourth birthday. The child's parents can defer the date their child is admitted, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

If you live in Worcestershire, you must apply for a Reception school place to Worcestershire County Council– the opening and closing dates for applications are published annually on the School Admissions website: www.worcestershire.gov.uk/schooladmissions

All applications received after 28th February 2027 for the intake year, must be sent to Worcestershire LA, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

Mid-year Transfer

To apply for an in-year place at Harvington C of E First and Nursery School, you need to complete the online application form via the School Admissions Website: www.worcestershire.gov.uk/schooladmissions and ask your child's current school to fill out the Education History Form (Word)
Once the form is submitted, it will be processed by the School Admissions Team.

Admissions outside of Worcestershire

Parents/Carers who live in a different county and wish to apply to Harvington C of E First and Nursery School for a place for their child should apply to their Local Authority admissions.

Waiting Lists

Waiting lists are maintained by the School Admissions Section. If an application for Harvington C of E First and Nursery School is unsuccessful in the normal admissions round, you will be automatically added to the school waiting list, which will be kept until 31st December 2026.

Appeals

If the parental preference cannot be met, you may, if you wish, appeal against the decision. Appeals by parents, must set out the grounds upon which the appeal is made, and should be submitted in writing to School Admissions, by the deadline published on the Worcestershire County Council website at this link: Appealing an Admissions Decision

Nursery Admissions

Children can join our nursery from the age of two years nine months, subject to a place being available. If a place is not available, the child's name will be placed on a waiting list and the parents/carers informed when a place becomes available. The full transition package will be implemented prior to joining.

From September 2026 parents can access the following funding:

Children aged 3 or 4:

- 15 hours universal funding from the term following their 3rd birthday – this is available to all 3 and 4-year-olds
- An additional 15 hours of Working Families funding – eligibility is determined by HMRC

Children aged 2 (up to the end of the term in which they turn 3):

- Families in receipt of additional support (FRAS) can claim:
  - 15 hours of FRAS funding from Worcestershire County Council
  - An additional 15 hours of Working Families funding (if eligible)
- Families who are not entitled to FRAS funding may be eligible for 30 hours of Working Families funding

Please note:

1. Eligibility for Working Families funding is determined by HMRC. Families need to apply through the Childcare Choices website. If eligible, the child will be issued with a WF funding code
2. Working Families funding starts from the term AFTER the WF funding code is issued
3. Eligibility for FRAS funding is determined by Worcestershire County Council. Applications should be made via their website.
4. The Office Manager or Finance Manager can advise on how to claim Working Families funding or 2-year-old FRAS funding

Extra sessions can be booked – see the terms and conditions for Nursery.

Please see appendix 1 for further information.

Definitions

Children looked after and previously looked after-Children Looked after and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application

Catchment area -It is the school allocated to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address but this will not always be the case. There is no guarantee you will be allocated a place at your catchment school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools. To find the catchment school for a postcode visit this web page Search for a School Catchment by Postcode

Siblings- A brother or sister of pupils attending the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

Children of Staff- Children of any member of staff employed at the mainstream school in either of the following circumstances: a) Where that member of staff has been employed for two or more years at the time at which the application for admission is made, or b) the member of staff is recruited to fill a post for which there is a demonstrable skill shortage

Straight Line Distance- The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Legal And Democratic Services, who are totally independent of School Admissions will supervise this process).

Multiple Births-In the event that one or more but not all children from that multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. In circumstances where no children from a multiple birth can be offered a place and parents/carers appeal against the decision, parents are advised to note, that all appeals are dealt with on their own merits and independent appeal panels are not obliged to allow all children from a multiple birth to be admitted, if one appeal is successful.

Appendix 1

Harvington C of E First and Nursery School
Nursery Admission Policy (Please read alongside the Nursery Terms and Conditions)

Children may join our nursery from the age of two years nine months. Parents should contact the school as soon as possible and school will record the application. School will check availability and inform the parent whether there is a place. If a place is not available, the child will be placed on a waiting list.

All nursery bookings run until the end of the current academic year. Parents will be asked to rebook their place for the following academic year which starts in September and places will normally be allocated on a "first come, first served" basis with the following priority:

- Any child who is already attending our nursery prior to the academic year in which they turn 4 providing the new booking form and terms and conditions have been received by the school on or before the return date specified when the forms were issued
- Children in the academic year in which they turn four
- Children who wish to attend in the term after they become three
- Children who are two years old at the time of admission

If the nursery is oversubscribed for September, places will be allocated according to the following criteria:

- Looked after children
- Children with additional needs, with priority given to those who meet the County Council's criteria for statutory assessment. The term "additional needs" includes those whose needs are monitored by the LA or external support agencies. Needs may be physical, emotional, social or intellectual. The LA, in consultation with the Headteacher, SEND Lead and Early Years Lead, will make the decision
- Children who are already using our nursery prior to the academic year that they become four
- Children with siblings in the school and living in the catchment area
- Children within our catchment area with no sibling connection
- Children living nearest to the school

Children may be admitted at any time during the academic year once they have reached the age of two years nine months. Mid-year places will be allocated on a first come, first served basis subject to availability. If a place is not available, the child will be placed on a waiting list and the parents/carers informed if/when a place becomes available.

Access to statutory education

Attendance at the Nursery does not give entitlement or greater priority for a place in the Reception class. This is decided by the LA admissions criteria and places have to be applied for by the January prior to the planned start.